1. Where are most of PowerPoint’s text formatting tools located?
2. There are two groups of text formatting tools on the Ribbon: the \_\_\_\_\_ group and the \_\_\_\_\_\_ group.
3. Formatting refers to what?
   1. Where can you change how font is formatted?

4.A **FONT** is?

1. What is a **THEME?**
   1. How do you change the font theme?
2. What is Auto-Fit and how is it used in a text box?
   1. Describe the steps needed to change the default auto-fit settings?
3. How do you apply **expanded** typeface?
4. What is included in the presentation’s theme ( slide 24)
5. What does the Format Painter do?
   1. How do you turn it on?
   2. What happens if you double-click the format painter?
6. What is the default alignment for text?
7. List the steps to changing the line spacing and changing the paragraph spacing in a text box. Insert a screen shot of an example in the text box below.

1. What controls the horizontal spacing of a paragraph?
   1. What are the two types of indentation settings and how to you change them.
2. What is a numbered list and what are the uses of a numbered list?
3. How do you turn off the numbered list?
   1. What is the default number style?
4. What are bulleted lists?
   1. Place a screen shot of a slide with a bulleted list in the text box below. Make the bulleted list three list items long with two demoted list items

* Example
  + Demoted example

1. Describe the steps you would take to fill the Word Art with a Theme color.
2. List the steps to insert a quick style text box.
3. List the steps to format the margins in a text box